

**CITY OF FLAGSTAFF
Purchasing Division
211 West Aspen Avenue
Flagstaff, Arizona 86001**

Persons or firms interested in being notified of bids and quotations need to properly complete the enclosed application and return to the Purchasing Division.

The bid list application process is designed to two stages. Failure to complete any of the required information may result in your omission from the bid lists.

Part I of the Bid List Application Form provides the City with the required information about your business and your selected commodities and service. It is important that you check only those categories you can currently provide. Three-digit classes 005 through 898 list commodities, while all 900 classes are services.

Part II of the process is mailed after Part I is received by the City. This form provides a detailed listing of sub-categories from the commodities categories you selected on the Part I process. Part II of the process enables the City to direct bid information of those specific commodities/services of interest to you.

Please note Part II of the process must be completed and returned to the City to ensure you will receive bid information.

You may add or delete categories of commodities/services at any time by submitting an updated application.

A vendor who fails to respond to three invitations for bids, requests for proposals or quotations will be removed from the bid list for that service or commodity. If a vendor does not wish to submit a bid or quotation, the vendor needs to notify Purchasing that they are submitting a no bid response(s) with an explanation, in order to remain on the bid list

Please notify the City of Flagstaff, Purchasing Department immediately of any changes to your bid application. This includes change of name, address or telephone number, changes in personnel listed on this application, and addition or deletion of items you are interested in providing.

The City's receipt and processing of your application is not a guarantee that you will receive all bid invitations. You may check periodically with the Purchasing Office for bids in process, the City's website at www.flagstaff.az.gov or the Flagstaff local newspaper.

The Purchasing Division is located at City Hall, 211 West Aspen Avenue, Flagstaff, Arizona 86001, Telephone number (928) 779-7619.

Thank you for your interest and we look forward to hearing from you.

Sincerely,

Rick Compau, C.P. M., CPPO, CPPB
Purchasing Director

PURCHASING DIVISION
211 W. Aspen Avenue
Flagstaff, Arizona 86001
Tele: (928) 779-7619
Fax: (928) 779-7656
www.flagstaff.az.gov

VENDOR APPLICATION

Business Name:					
Mailing Address:			Remittance Address:		
City:			City:		
State: ZIP:			State: ZIP:		
Telephone Number: Fax Number:			Telephone Number: Fax Number:		
Contact:			Title		
E-Mail Address:					
Federal Tax I.D. or Social Security Number:					
Minimum Order: \$					
Terms: Discount % if paid within days. Net Due: days					
Type of Organization (Check One):					
Individual					
Corporation, Incorporated Under Laws of the State of:		Partnership		Non-Profit Organization	How long in present business?
If a Corporation or Partnership, please complete:					
Persons Authorized to Sign Bids, Offers and Contracts (Indicate if Agent):					
Name					
Title					

Persons to Contact on Billing:											
Name								Title			
Construction: Arizona Contractor License Number:											
Arizona Sales Tax or Use Tax Number:		Retail Dealer		Service		Wholesale Dealer		Manufacturer		Consultant Professional Services	
City Sales Tax Number: City of:				Bondable:			No:	Current \$	Maximum	Amount:	
I hereby certify that information supplied herein is correct.											
Print Name and Title											
President:			Signature					Date			
Vice-President:											
Purchasing only*											
Date Rec'd:											
Int:											

General Information

Persons or firms interested in being added to the City of Flagstaff's vendor's mailing list must properly complete and return this application to the Purchasing Division. This form provides the City with information about your business; commodities and service your business can provide. It is important that you check only those categories you can currently offer.

Upon receipt of this form, the Purchasing Division will send a detailed sub commodity list for each category selected.

After proper completion of both parts of the Vendor Application, your firm will be added to the bidders list. Any vendor who fails to respond to three invitations for bids, request for proposals or quotations will be removed from the bid list for that service or commodity. If a vendor does not wish to submit a bid on a particular invitation, proposal, or quotation, then the vendor needs to notify Purchasing that they are submitting a "no bid" and reason(s), in order to remain on the bid list.

Please notify the City of Flagstaff Purchasing Department immediately of any changes to your bid application. This includes change of name, address or telephone number, changes in personnel listed on this application, and addition or deletion of items interested in providing.

The Purchasing Division is located at City Hall, 211 West Aspen Avenue, Flagstaff, Arizona 86001, telephone 928/779-7619, fax 928/779-7656 or our website www.flagstaff.az.gov.

Thank you for your interest and we look forward to hearing from you.

SERVICES

****PLEASE PLACE A CHECK MARK BY THE SERVICES YOU ARE INTERESTED IN PROVIDING**

- ☐ 918 Archeological
- ☐ 906 Architect and Other Professional Design Services (for Construction Coverage see Public Works, Class 968)
- ☐ 907 Architectural and Engineering Services, Non-Professional
- ☐ 908 Bookbinding, Rebinding, and Repairing
- ☐ 909 Building Construction Services Equipment, Furnishings, Work Covered by Building Construction Contracts
- ☐ 910 Building Maintenance and Repair Services: Custodial
- ☐ 912 Construction Services, General
- ☐ 913 Construction Services, Heavy
- ☐ 914 Construction Services, Trade (New Construction)
- ☐ 918 Consulting Services
- ☐ 920 Data Processing Services and Software
- ☐ 924 Educational Services
- ☐ 925 Engineering Services, Professional
- ☐ 926 Environmental & Ecological Services
- ☐ 929 Eq. Maintenance, Reconditioning, & Repair Services - Agricultural, Heavy Industrial Eq., and Marine Eq.
- ☐ 931 Eq. Maintenance, Reconditioning, & Repair Services: Appliance, Athletic & Furniture
- ☐ 934 Eq. Maintenance, Reconditioning, and Repair Services: Laundry, Lawn, Painting, Plumbing, and Spraying Eq.
- ☐ 936 Eq. Maintenance, Reconditioning, and Repair Services - General Equipment
- ☐ 939 Eq. Maintenance, Reconditioning, and Repair Services - Office, Photographic, and Radio/Television Equipment
- ☐ 928 Eq. Maintenance, Reconditioning, and Repair Services - Automobiles, Trucks, Trailers, Transit Buses and Other Vehicles
- ☐ 941 Equipment Maintenance, Reconditioning, and Repair Services - Power Generation
- ☐ 946 Financial Services
- ☐ 947 Forestry Services
- ☐ 948 Health Related Services (Not Including Human Services - see 952)
- ☐ 952 Human Services
- ☐ 953 Insurance, All Types
- ☐ 954 Laundry and Dry Cleaning Services
- ☐ 956 Library Services (Excluding Class 908 - Bookbinding, Rebinding, and Repairing)
- ☐ 958 Management Services: Airport Management, Cemetery, Computer Management, Construction, etc.
- ☐ 988 Park Area, Grounds, Roadside, and Recreational Area Services
- ☐ 964 Personnel, Temporary (Employment Agency Services)
- ☐ 655 Photographic Equipment and Supplies (Not Including Graphic Arts, Microfilm and X-Ray)
- ☐ 965 Printing Preparations: Etching, Photoengraving, and Preparation of Mats, Negatives and Plates

Services Continued

__966	Printing, Publishing, Silk Screening Production, and Typesetting
__968	Public Works, Construction, and Related Services
__971	Real Property Rental or Lease
__975	Rental or Lease Services of Equipment - Agricultural, Aircraft, & Automotive Heavy Equipment
__977	Rental or Lease Services of Equipment - Appliances, Film, Furniture, Hardware, and Floor Coverings
__981	Rental or Lease of Equipment - General Equipment
__983	Rental or Lease Services of Equipment - Janitorial, Laundry, Lawn, Painting, Spraying, and Textile Eq.
__984	Rental or Lease Services of Equipment - Computer, Data Processing, and Word Processing Equip.
__985	Rental or Lease Services of Equipment - Office, Photographic, Printing, Radio/Television/Telephone Equipment
__998	Sale of Surplus and Obsolete Items
__989	Sampling & Sample Preparation Services
__990	Security, Fire, Safety, and Emergency Services
__961	Services, Professional, Misc.: Temporary Personnel, Fleet Management, Laboratory & Field Testing, Translation Services, Sign Painting, Marketing Services, Legal Services, etc.
__962	Services, Misc. Freight, Hauling
__992	Testing and Calibration Services

COMMODITY LIST

****PLEASE PLACE A CHECK MARK BY THE ITEMS YOU ARE INTERESTED IN SUPPLYING**

- ☐ 005 Abrasives
- ☐ 010 Acoustical Tile, Insulating Materials and Supplies
- ☐ 020 Agricultural Equipment, Implements and Accessories
- ☐ 022 Agricultural Implement and Accessory Parts
- ☐ 025 Air Compressors and Accessories
- ☐ 031 Air Conditioning, Heating, and Ventilating: Equipment, Parts, and Accessories (See Related Items in 740)
- ☐ 035 Aircraft and Airport, Equipment, Parts, and Supplies
- ☐ 037 Amusement, Decorations, Entertainment, Toys, etc.
- ☐ 045 Appliances and Equipment, Household Type
- ☐ 050 Art Equipment and Supplies
- ☐ 052 Art Objects
- ☐ 055 Automotive Accessories for Automobiles, Buses, Trucks, etc.
- ☐ 065 Automotive Bodies, Accessories, and Parts
- ☐ 060 Automotive Maintenance Items and Repair/Replacement Parts
- ☐ 075 Automotive Shop Equipment and Supplies
- ☐ 070 Automotive Vehicles and Related Transportation Equipment
- ☐ 080 Badges, Emblems, Name Tags and Plates, Jewelry, etc.
- ☐ 085 Bags, Bagging, Ties, and Erosion Control Equipment
- ☐ 100 Barrels, Drums, Kegs, and Containers
- ☐ 105 Bearings (Except Wheel Bearings and Seals - See Class 060)
- ☐ 110 Belts and Belting: Conveyor, Elevator, Power Transmission, and V-Belts
- ☐ 115 Biochemical's, Research
- ☐ 120 Boats, Motors, and Marine and Wildlife Supplies
- ☐ 125 Bookbinding Supplies
- ☐ 135 Bricks and Other Clay Products, Refractory Materials, and Stone Products
- ☐ 145 Brushes (Not Otherwise Classified)
- ☐ 150 Builder's Supplies
- ☐ 910 Building Maintenance and Repair Services: Custodial
- ☐ 155 Buildings and Structures: Fabricated and Pre-fabricated
- ☐ 175 Chemical Laboratory Equipment and Supplies
- ☐ 180 Chemical Raw Materials (In large Quantities Primarily for Manufacturing Janitorial and Laundry Products)
- ☐ 190 Chemicals and Solvents, Commercial (In Bulk)
- ☐ 192 Cleaning Compositions, Detergents, Solvents, and Strippers - Prepackaged
- ☐ 195 Clocks, Timers, Watches, and Jewelers' and Watchmakers' Tools and Equipment
- ☐ 200 Clothing, Apparel, Uniforms, and Accessories
- ☐ 207 Computer Accessories and Supplies
- ☐ 204 Computer Hardware and Peripherals for Microcomputers
- ☐ 206 Computer Hardware and Peripherals for Mini and Mainframe Computers
- ☐ 208 Computer Software for Microcomputers (Preprogrammed)
- ☐ 209 Computer Software for Mini and Mainframe Computers (Preprogrammed)
- ☐ 210 Concrete and Metal Culverts, Pilings, Septic Tanks, Accessories and Supplies
- ☐ 225 Coolers, Drinking Water (Water Fountains)
- ☐ 015 Copying and Addressing Machine Supplies
- ☐ 232 Crafts, General
- ☐ 233 Crafts, Specialized
- ☐ 240 Cutlery, Dishes, Flatware, Glassware, Trays, Utensils, and Supplies
- ☐ 255 Decals and Stamps
- ☐ 265 Draperies, Curtains and Upholstery Material (Including Automobile)
- ☐ 269 Drugs & Pharmaceuticals

__280	Electrical Cables and Wires (Not Electronic)
__285	Electrical Equipment and Supplies (Except Cable and Wire)
__287	Electronic Components, Replacement Parts, and Accessories; and Miscellaneous Electronic Equipment
__295	Elevators and Escalators, Building Type
__290	Energy Collecting Equipment and Accessories: Solar and Wind
__305	Engineering Equipment, Surveying Equipment, Drawing Instruments, and Supplies
__310	Envelopes, Plain or Printed
__315	Epoxy Based Formulations for Adhesives, Coatings, and Related Agents
__320	Fastening, Packaging, Strapping, Tying Equipment and Supplies
__330	Fencing
__335	Fertilizers and Soil Conditioners
__340	Fire Protection Equipment and Supplies
__345	First Aid and Safety Equipment and Supplies (Except Nuclear and Welding)
__350	Flags, Flag Poles, Banners and Accessories
__360	Floor Covering, Floor Covering Installation and Removal Equipment, and Supplies
__365	Floor Maintenance Machines, Parts and Accessories
__393	Foods: Staple Grocery and Grocer's Misc. Items
__947	Forestry Services
__395	Forms, Continuous: Computer Paper, Form Labels, Snap-out Forms, and Folders for Forms
__405	Fuel, Oil, Grease and Lubricants
__420	Furniture: Cafeteria, Chapel, Dormitory, Household, Library, Lounge, School
__425	Furniture: Office
__430	Gases, Containers, Equipment: Laboratory, Medical, and Welding
__435	Germicides, Cleaners, and Related Sanitation Products for Health Care Personnel
__440	Glass and Glazing Supplies
__445	Hand Tools (Powered and Non-Powered), Accessories and Supplies
__450	Hardware and Related Items
__465	Hospital and Surgical Equipment, Instruments and Supplies
__460	Hose, Accessories, and Supplies: Industrial, Commercial, and Garden
__485	Janitorial Supplies, General Line
__490	Laboratory Eq. and Accessories (For General Analytical and Research Use): Nuclear, Optical, and Physical
__493	Laboratory Eq. and Accessories: Biochemistry, Chemistry, Environmental Science, etc.
__415	Laboratory Furniture
__515	Lawn Maintenance Equipment, Accessories, and Parts (Non-Agricultural Applications)
__525	Library and Archival Equipment, Machines, and Supplies
__540	Lumber And Related Products
__545	Machinery and Hardware, Industrial
__550	Markers, Plaques, and Traffic Control Devices
__555	Marking and Stenciling Devices
__560	Material Handling and Storage Equipment and Allied Items
__220	Measuring, Controlling, Indicating, Monitoring, and Recording Instruments and Supplies
__570	Metals: Bars, Plates, Rods, Sheets, Strips, Structural Shapes, Tubing, and Fabricated Items
__575	Microfiche and Microfilm Equipment, Accessories, and Supplies
__578	Miscellaneous Products (Not Itemized in Other Classes)
__595	Nursery Stock, Equipment, and Supplies
__600	Office Machines, Equipment and Accessories
__605	Office Mechanical Aids, Small Machines and Apparatuses
__610	Office Supplies: Carbon Paper and Ribbons, All Types
__615	Office Supplies: General
__620	Office Supplies: Erasers, Inks, Leads, Pens, Pencils, etc.
__630	Paint, Protective Coatings, Varnish, Wallpaper, and Related Products

__635	Painting Equipment and Accessories
__640	Paper and Plastic Products, Disposable
__645	Paper (For Office and Print Shop Use)
__650	Park, Playground, Swimming Pool, and Recreational Area Equipment
__655	Photographic Equipment and Supplies (Not Including Graphic Arts, Microfilm and X-Ray)
__658	Pipe and Tubing
__659	Pipe and Tubing Fittings
__665	Plastics, Resins, Fiberglass: Forming, Laminating, and Molding Equipment, Accessories, and Supplies
__670	Plumbing Equipment, Fixtures, and Supplies
__675	Poisons: Agricultural and Industrial
__680	Police Equipment and Supplies
__690	Power Generation Equipment, Accessories, & Supplies
__691	Power Transmission Equipment-Electrical, Mechanical, Air & Hydraulic
__700	Printing Plant Equipment and Supplies (Except Papers)
__715	Publications and Audiovisual Materials (Prepared Materials Only, Not Equipment, Supplies, or Production)
__720	Pumping Equipment and Accessories
__725	Radio Communication, Telephone, and Telecommunication Equipment, Accessories, and Supplies
__735	Rags, Shop Towels, and Wiping Cloths
__971	Real Property Rental or Lease
__740	Refrigeration Equipment and Accessories
__755	Road and Highway Equipment and Parts: Asphalt and Concrete Handling and Processing
__760	Road and Highway Equipment: Earth Handling, Grading, Moving, Packing, etc.
__765	Road and Highway Equipment (Except Asphalt, Concrete, and Earth Handling Equipment in Classes 755 and 760)
__745	Road and Highway Building Materials (Asphaltic)
__750	Road and Highway Building Materials (Not Asphaltic)
__770	Roofing except Wood - see Class 540)
__780	Scales and Weighing Apparatus (see 175 for Lab Balances)
__785	School Equipment and Supplies
__790	Seed, Sod, Soil, and Inoculants
__800	Shoes and Boots
__801	Signs, Sign Materials, Sign Making Equipment, and Related Supplies
__803	Sound Systems, Components, and Accessories: Group Intercom, Music, Public Address, etc.
__805	Sporting and Athletic Goods
__810	Spraying Equipment (Except Household, Nursery Plant, and Paint)
__820	Steam and Hot Water Boilers, Steam Heating, and Power Plant Equipment
__830	Tanks (Metal, Wood, and Synthetic Materials): Mobile, Portable, Stationary, and Underground
__832	Tape (Not Data Processing, Measuring, Optical, Sewing, Sound, or Video)
__840	Television Equipment and Accessories
__845	Testing Apparatus and Instruments (Not for Electrical or Electronic Measurements)
__855	Theatrical Equipment and Supplies
__863	Tires and Tubes
__870	Venetian Blinds, Awnings, and Shades
__880	Visual Education Equipment and Supplies (Except Projection Lamps - see Class 285)
__883	Voice Response Systems
__885	Water and Sewer Treating Chemicals
__890	Water Supply and Sewage Treatment Eq. (Not for Air Conditioning, Steam Boiler, or Lab Reagent Water)
__895	Welding Equipment and Supplies